

Appraisals Evaluation
18-001T CY Justin's Rancheria

Hello Tweety Bird - Tribal Employee

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Evaluation		Required Documents		
?	Question	Response	Upload Required	Comment
1	Do tribal employees have access to Trust Asset & Accounting Management System (TAAMS) at the Tribe's location for this particular program?			Click to add comments
1a	If no, please explain how the Tribe determines land ownership.			Click to add comments
2	Do you maintain a log to document every transaction that generates trust income? (e.g. Sale/Permit/Lease) (25 CFR §1000.355(d)(7))			Click to add comments
2a	If yes, please upload log of approved transactions within scope of review.		Yes	Click to add comments
3	Do you utilize an internal control to help ensure accuracy in the processing of trust transactions? (e.g. policy, checklist, desk operating procedures) (25 CFR §1000.355(d)(7))			Click to add comments
3a	If yes, please upload what is utilized.		Yes	Click to add comments
3b	If no, please explain how the Tribe ensures accuracy in the processing of trust transactions.			Click to add comments
4	Do you maintain originals/copies of all processed/approved documents? (25 CFR §1000.355(d)(7))			Click to add comments

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4a	If no, please explain.			Click to add comments
5 25 CFR §1000.355(d)(7)	Are key duties and responsibilities divided or segregated among different people to reduce the risk of error, waste, or fraud, i.e., conflicts of interest, no one person is allowed to control all key aspects of a transaction? (25 CFR §1000.355(d)(7))			Click to add comments
5a	If no, please explain.			Click to add comments
6 25 CFR §1000.355(d)(7)	Do you have a policy that establishes the timeframes for the processing of trust transactions? (25 CFR §1000.355(d)(7))			Click to add comments
6a	If yes, upload a copy.		Yes	Click to add comments
6b	If yes, did the Tribe submit Appraisal Backlog information to OST-OAS Regional Appraiser on a quarterly basis by January 15, April 15, July 15, and October 15? [MOU III.2.c]		Yes	Click to add comments
6c	If no, please explain.			Click to add comments
7 CFR §1000.355(d)(7)	Do you utilize Bureau of Indian Affairs (BIA) handbooks for policies & procedures in managing this function/program? (25 CFR §1000.355(d)(7))			Click to add comments
7a	If no, has the Tribe developed its own policies and procedures?			Click to add comments

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Evaluation

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7a1	If yes, please upload Tribe's policies and procedures.		Yes	Click to add comments
7b	If yes, please upload Tribe's policies and procedures.		Yes	Click to add comments
8 25 CFR §1000.355(d)	Do you preserve, protect, and manage all fiduciary trust records created and/or maintained by the Tribe during management of trust programs? (25 CFR §1000.355(d)(7); MYFA Trust Programs Section - Trust Records Management)			Click to add comments
8a	If yes, please explain.			Click to add comments
9	Are you aware of any instances of fraud, waste or abuse?			Click to add comments
10 25 CFR §1000.355(d)(7)	Is there a policy and/or procedures that restricts trust records so that only authorized personnel have access to them? (25 CFR §1000.355(d)(7))			Click to add comments
11 25 CFR §1000.355(d)(7)	Does the Tribe have access to Office of Appraisal Services Information System (OASIS) at the Tribal location? (25 CFR §1000.355(d)(7))			Click to add comments
12 25 CFR §1000.355(d)(7)	Does the Tribe submit the Appraisal Log to the Office of the Special Trustee - Office of Appraisal Services (OST-OAS), no later than October 15th of each year? (25 CFR §1000.355(d)(7) and MOU)			Click to add comments

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12a	If no, please explain.			Click to add comments
13 25 CFR §1000.355(d) (7)	Are all completed appraisals submitted for review and approval to OST-OAS? (25 CFR §1000.355(d)(7) and MOU)			Click to add comments
13a	If no, please explain			Click to add comments
14 25 CFR §1000.355(d) (7)	Does the Tribe ensure the disclosure of the appraisal or the resulting data are limited to the client or the intended users, as stated within the appraisal? (25 CFR §1000.355(d)(7) and MOU)			Click to add comments

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